

# **PROGRAM ANNOUNCEMENT**

## **THE DEPARTMENT OF DEFENSE (DoD)**

**Fiscal Year 2003**

### **Infrastructure Support Program for Historically Black Colleges and Universities and Minority Institutions (HBCU/MI)**

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**Army Research Office (ARO) Broad Agency Announcement  
DAAD19-03-R-0001**

**PROPOSAL DEADLINE:**

**Proposals must be received no later than 4:00 p.m. Eastern Time  
Friday, January 24, 2003**

**Issued by Army Research Office,  
on behalf of the  
Office of the Director of Defense Research and Engineering  
(Laboratories and Basic Sciences)**

**November 2002**

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## **I. General Information**

The Office of the Director of Defense Research and Engineering (Basic Research) announces the Fiscal Year 2003 Infrastructure Support Program for Historically Black Colleges and Universities and Minority Institutions (HBCU/MI). The program's primary goals include (a) enhancing programs and capabilities in scientific and engineering disciplines critical to the national security functions of the Department of Defense and (b) increasing the number of graduates, including underrepresented minorities, in the fields of science, mathematics, and/or engineering. Successful proposals will present innovative approaches to education that will impact curricula at all levels from pre-college to post graduate and contribute to the education of a diverse and capable workforce in areas of science, mathematics, and engineering important to the DoD. Awards will be limited to institutions having accredited, degree-granting programs in science, mathematics, and/or engineering (see Section III, Eligibility Information). This program is not intended to fund construction or general purpose office equipment.

Approximately \$5 million is expected to be available for new awards. Proposals are solicited in two areas, namely: (1) New DoD Centers for Science, Mathematics, and Engineering Education or Research and, (2) instrumentation/equipment to enhance programs in science, mathematics and engineering. The Centers will be supported at up to \$0.8 million per year for a period up to three years with two additional years possible as options to bring the total award to five years. Funding levels for the two additional years will range from \$0.5 million to \$0.8 million per year contingent upon having met technical goals, program reporting instructions (outlined in Section VI.4), and availability of appropriations. Instrumentation/equipment grants will range from \$50,000 to \$180,000 for a 12-month period. Awards for DoD Centers and instrumentation/equipment will be made by the Army Research Office (ARO) following merit evaluations conducted by DoD scientists and engineers.

The Department expects that through these programs the number of students, particularly underrepresented minority students, that obtain degrees in science, mathematics, and engineering, will increase. Procedures associated with recruitment of students and selection of proposals must comply with Section 2000d of Title 42, United States Code, which provides: *No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.*

**1. Program Title:** *Fiscal Year 2003 Department of Defense Infrastructure Support Program for Historically Black Colleges and Universities and Minority Institutions (HBCU/MI).*

**2. Program Number:** *ARO Broad Agency Announcement DAAD19-03-R-0001.*

**3. Points of Contact: Inquiries** about this program may be directed as follows:

Office of the Director of Defense Research & Engineering:  
Evelyn Kent, 703-696-0368  
Evelyn.Kent@osd.mil

Army Research Office (ARO):  
Jenny Haire, 919-549-4205 (Primary)  
Haire@aro.arl.army.mil

Dr. Vallen Emery, 301-394-3585 (Alternate)  
Vemery@arl.army.mil

Office of Naval Research (ONR):

Mr. Anthony Junior, 703-696-0453  
Juniora@onr.navy.mil

Air Force Office of Scientific Research (AFOSR):

Dr. Koto White, 703-696-7319 (Primary)  
Koto.white@afosr.af.mil

Mr. Edward Lee 703-696-7318 (Alternate)  
Ed.lee@afosr.af.mil

**6. Award Type:** Instrumentation awards will be made by project grants. The multi-year Center awards will be grants or cooperative agreements.

**7. Catalog of Federal Domestic Assistance (CFDA) Number:** 12.630

**8. CFDA Title:** Basic, Applied, and Advanced Research in Science and Engineering

## **II. Funding Opportunity Descriptions**

**1. New DoD Centers for Science, Mathematics and Engineering (CSME):** The DoD solicits proposals to establish new programs that will enhance academic capabilities in science, mathematics, and/or engineering and increase the number of U.S. students in these fields. It is anticipated that there will be four new Centers, two focused on education and two focused on research areas important to the DoD.

A DoD SME Education or Research Center may comprise one or more institutions. If several are involved, one must be designated the lead institution and the proposal must include agreements that define the roles and responsibilities of each partner, including the legal and managerial arrangements contemplated. Sub-award of funds to a collaborating HBCU or MI is permitted only if that institution is eligible (see Section III).

Proposers are encouraged to be creative and to utilize talents and assets found within their communities. Outreach initiatives that attract students, including high school students, to the study of science, mathematics, and/or engineering are encouraged. Examples of these include activities such as workshops, seminars, and summer camps. Similar programs that involve secondary school science and mathematics teachers in research, workshops or seminars may help stimulate classroom/laboratory activities at lower education levels and, thus, may help attract young people to these areas of study.

Commitment by the college or university to the Center and to the individual selected to lead the Center is extremely important. There are numerous ways to demonstrate commitment. These include, but are not limited to, senior level involvement; dedicated facilities; renovation of facilities; salaries and benefits for faculty, graduate students, and undergraduate students; tuition;

stipends; contribution of supplies or equipment; travel costs; administrative cost; and contribution of non-Federal cash. Cost-sharing is not a requirement, but evidence of support and demonstration of commitment to the program will be considered during the merit evaluation of proposals.

Centers will be under the leadership of a principal investigator who must be a faculty member at the institution receiving the award. The principal investigator must be a U.S. citizen or permanent resident. Also, students selected for scholarships or financial support must be U.S. citizens or permanent residents.

Each Center would be expected to develop a plan to integrate multiple departments into a structured program whose primary goal is the enhancement of existing programs or creation of new ones that are designed to attract and retain undergraduate students in science, mathematics, and/or engineering. Elements of such a plan might include the following:

- (1) Recruitment of high school, junior college, or promising undergraduate students who have outstanding grades and test scores in science, mathematics, and/or engineering.
- (2) Focused educational activities for students, e.g., summer camps; internships; workshops; seminars, etc.
- (3) Financial support for students, e.g., scholarships, fellowships, or stipends
- (4) Personnel exchanges such as visiting faculty and guest lecturers;
- (5) Field trips and other interactions with working scientists and engineers;
- (6) Utilization of mentors; and
- (7) Cooperative work/study opportunities

These are only suggestions. Institutions are encouraged to develop innovative approaches that utilize their unique assets, capabilities, location, and personnel. Proposals should indicate methods the institution will use to foster an environment that encourages students to pursue degrees in these fields. Appropriate criteria and measures of success must be described in the proposal.

Center awards may be up to five years duration. Proposals should address an initial three-year period with annual options for two additional years.

Two awards are anticipated in each in the following categories:

**A. Center with Education Focus:** The aim of a DoD Center for Science, Mathematics, and Engineering Education (CSMEE) is to strengthen academic programs in the science, mathematics, and/or engineering fields and to increase the number of graduates, including underrepresented minorities, that obtain degrees in these areas. Program emphasis should be on attracting high school and college students to these areas of study, then nurturing and retaining them in a learning environment that provides a firm foundation for graduate studies and encourages the pursuit of graduate degrees in these fields.

Proposing schools should have science, mathematics and/or engineering programs and a history of graduating students in one or more of these fields. Community colleges or junior colleges must demonstrate or establish a program in which their students will continue studies toward completion of a baccalaureate degree. The institution granting the baccalaureate degree

need not be a minority institution, but it must formally agree to assist the students who transfer from the Center.

Collaborations with other colleges or universities, industry or small business are permissible; however, such partners must be self-supporting. That is, only institutions eligible to participate in this solicitation may receive infrastructure funds. Partners, if any, should be selected for their abilities to facilitate achievement of the Center's goals. Partnership agreements must be formalized and documented in the proposal. Sub-award of funds to a collaborating HBCU or MI is permitted only if that institution is eligible (see Section III). Such agreements must be described in the proposal and associated costs must be clearly defined in the budget.

**B. Center with Research Focus:** A DoD Center for Science, Mathematics, and Engineering Research (CSMER) is envisioned as a group of dedicated educators with research backgrounds who (a) have access to facilities that enable the conduct of basic research in one or more areas of interest to the DoD, and (b) are motivated to mentor undergraduate students in scientific studies and encourage the pursuit of advanced degrees.

The goals of a research center include the conduct of research in one or more areas of interest to the DoD and the education of students through exposure to and participation in scientific research activities relevant to these interests. Multidisciplinary studies are encouraged. The DoD research interests are available at the following sites:

Army Research Office: <http://www.aro.army.mil/>  
(click on 'Annual BAA')  
Office of Naval Research: <http://www.onr.navy.mil>  
(select 'Science and Technology')  
Air Force Office of Scientific Research: <http://www.afosr.af.mil/>  
(select 'Research Opportunities')

After perusing these publications, principal investigators are encouraged to contact the ARO, ONR, and AFOSR program managers to discuss areas of mutual research interest. Their names, phone numbers, and e-mail addresses are provided in the referenced documents.

Collaborations with other colleges or universities, industry or small business are permissible; however, such partners must be self-supporting. That is, only institutions eligible to participate in this solicitation may receive infrastructure funds. Partners, if any, should be selected for their abilities to facilitate achievement of the Center's goals. Partnership agreements must be formalized and documented in the proposal. Sub-award of funds to a collaborating HBCU or MI is permitted only if that institution is eligible (see Section III). Such agreements must be described in the proposal and associated costs must be clearly defined in the budget.

**2. Instrumentation/Equipment:** Eligible institutions (defined in Section III) are encouraged to submit a proposal to acquire instrumentation or equipment that would strengthen programs in science, mathematics, and/or engineering and enhance the institution's ability to perform research in areas important to national defense. The goals of this program are to improve the quality of academic programs and to increase the number of graduates, including underrepresented minorities, in the fields of science, mathematics, and/or engineering. Proposing schools must have an accredited, degree-granting program in science, mathematics, or

engineering and a history of graduating students in these fields. Proposals must describe how the proposed instrumentation will (1) enhance the quality of academic programs in science, mathematics, or engineering and, (2) be utilized for education and/or research programs within or outside the institution.

Instrumentation grant awards will range from \$50,000 to \$180,000 (total cost to DoD) and will have a 12-month performance period. One instrumentation proposal per institution is allowed. If more than one proposal is received from a given institution, that institution will be required to designate one proposal to remain in competition. This will help assure that each institution's highest priority equipment needs get full consideration, it will reduce the cost of writing proposals, and it may enhance the number and range of institutions receiving awards.

Program funds will be used for the acquisition of instruments and/or equipment that will augment existing facilities, enhance curricula, programs or capabilities in areas related to science, mathematics, or engineering education and/or research. This program is designed to provide basic science laboratory equipment as well as sophisticated instruments and computers, including hardware and software. Individual proposals may request funding for more than one instrument if the requested pieces complement or replace existing instruments, interface with existing instruments or each other, or otherwise expand the capabilities of one or more departments.

The proposed equipment may be incorporated with other assistance programs that enhance science, mathematics, or engineering education and/or research. For example, if assistance from other sources (e.g., industry, state, etc.) exists or is contemplated, it should be discussed. If assistance programs supported by federal agencies (e.g., National Science Foundation) are in place or planned, explain their relationship to your proposal.

### **III. Eligibility Information**

This competition is open to institutions named in the 2002 U.S. Department of Education Accredited Postsecondary Minority Institutions list, except as noted below. The list is compiled by the Office for Civil Rights, U.S. Department of Education using enrollment data reported by Postsecondary Institutions to the National Center for Integrated Statistics and the Office for Civil Rights in the Integrated Postsecondary Education Data System (IPEDS) Fall enrollment survey, formerly called the Higher Education General Information Survey (HEGIS). The 2002 US Department of Education Accredited Postsecondary Minority Institutions list is available at <http://www.ed.gov/offices/OCR/minorityinst.html>. Questions concerning the list must be directed to the IPEDS Inquiry Line (202-205-9567) in the Office for Civil Rights, U.S. Department of Education, not to the Department of Defense.

Institutions ineligible to compete in this solicitation are those that:

- a. Award the Ph.D. in science, mathematics, or engineering fields.
- b. Received DoD HBCU/MI Infrastructure funds to establish a Center or a multi-year education program under a current or past agreement with the ARO, the ONR, or the AFOSR (see Attachment B).

c. Received two or more instrumentation/equipment grants over the last four years (FY1999-FY2002) under the DoD HBCU/MI Infrastructure Support Program (see Attachment C). Note, however, that those institutions may be eligible to submit a proposal to establish a Center (see Section II.1.).

#### **IV. Proposal Submission Information**

**1. Content:** The Department of Defense encourages the HBCU/MI community to present ideas tailored to the unique needs and capabilities of each institution. Proposals should indicate the rationale for focusing on certain fields and for choosing the approach proposed. Proposals should indicate ways in which the proposing institution will foster an environment conducive to learning and to the pursuit of degrees in science, mathematics, or engineering.

**2. Form of Proposal:** Proposals must be complete and self-contained to qualify for review. All proposals require the signed original and five (5) photocopies. The original should have the word “ORIGINAL” stamped or printed in the upper right corner.

Each proposal should be typed, 10- or 12-point, one-sided, on 8 ½ x 11-inch white paper, securely stapled in the upper left corner. Attachments such as institutional brochures will not be accepted. Plastic covers or binders should not be used.

Instrumentation proposals must not exceed 22 pages. Proposals for SME Centers must not exceed 50 pages. The proposal cover (Attachment A) is required on all proposals and is not included in the page count.

Proposals must include the following:

**Proposal Cover:** Use the form (both pages) provided at Attachment A.

**Abstract:** The abstract shall include a concise summary of the proposed project and basic approaches to be used in the effort. It should include a statement of objectives, methods to be employed, and the significance of the proposed effort to the advancement of knowledge. The abstract should be no longer than one page.

**Project Description:** Provide a complete discussion stating the objectives of the proposed project, the approaches to be considered, and the level of effort to be employed. Include also the nature and extent of the anticipated results as they relate to the program’s primary goals.

**Curriculum Vita:** Include biographical sketches for the principal investigator and other key personnel.

**Budget:**

(1) **Center Proposal:** Provide cost estimates sufficiently detailed for meaningful evaluation. Presume an award start date of August 23, 2003, although this is subject to negotiation. The budget should be broken down into 12-month periods beginning with the start date. A total for each period should be shown as well as the cumulative total for the entire performance period. Include details of any other federal or nonfederal funds that will help support the project and



show these in a separate column for each budget period. The sub-award of funds to another HBCU or MI for collaborative research must have an itemized budget as well. Itemize costs as follows:

- a. Salaries and Wages
- b. Employee Benefits
- c. Permanent Equipment Costs (majority in year 1; list items, price & source)
- d. Expendable Supplies and Materials
- e. Travel (list locations & purpose of travel)
- f. Publication and Report Costs
- g. Computer Costs
- h. Other Direct Costs
- i. Indirect Costs (provide approved rate agreement)

(2) Instrumentation/Equipment Proposal: Provide a budget that includes:

- Equipment to be purchased; cost per item; total cost and source(s): Include name and phone number of a contact at the source(s) or a web site address listing the equipment and price.
- Installation cost of the equipment and cost of facility renovations to accommodate such equipment;
- Contractor support for set up, calibration, and other operational assistance.

Describe any special circumstances regarding the acquisition or installation of new equipment. For example, does the facility require improved electrical or plumbing service to accommodate the new equipment? If so, these improvements should be budgeted.

Indicate the estimated useful life of the equipment and describe the plan to service and maintain it, including source(s) of funds.

Indicate if faculty members will require training for optimum use of proposed instrumentation. If so, this should be budgeted. Funds for extramural technical assistance may also be requested.

The costs of continued operation and maintenance must be met by normal support mechanisms and are not to be part of the equipment budget. Salaries and overhead are not appropriate for an equipment proposal. Presume an award start date of August 23, 2003, although this is subject to negotiation.

### **3. Submission Date and Time**

**Proposals must be received no later than 4:00 p.m. Eastern Time, Friday, January 24, 2003.**

The offeror is responsible for ensuring that the proposal reaches the Army Research Office no later than the stated date and time. Any proposal arriving after the deadline is “late” and will not be considered for an award, except for the following:

(a) There is acceptable evidence that the properly addressed proposal was delivered to the Army Research Office by the deadline; or

(b) **The properly addressed proposal was sent by U.S. Postal Service Express Mail prior to January 22, 2003.** In case the operation of the Army Research Office is interrupted and the office is unable to receive the proposal, the deadline is extended to the same time of the first day when the office is in operation.

Please note that proposals delivered by commercial carriers are considered “hand carried” and that no exceptions can be made to allow such proposals to be considered if, for any reason, they are received after the deadline. Offerors are advised that some proposals responding to past announcements that were sent via commercial carriers were delayed during shipment and arrived after the deadlines, typically by one or two days. To decrease the probability that proposals delivered by commercial carriers will arrive after the deadline and thus be ineligible to compete, offers are encouraged to schedule delivery to occur before the deadline date.

To obtain acknowledgment that your proposal was received at ARO, enclose the form at Attachment D along with a self-addressed, stamped envelope.

#### **4. Other Submission Requirements**

All awards require certifications of compliance with national policy requirements. Statutes and government wide regulations require some certifications to be submitted at the time of proposal submission rather than at the time of award. Proposers, by signing and submitting a proposal and the required cover, Attachment A, are providing the certification at Appendix A to 32 CFR Part 25 regarding debarment, suspension, and other matters; the certification at Appendix C to 32 CFR Part 25 regarding drug-free workplace; and the certification at Appendix A to 32 CFR Part 28 regarding lobbying. Full text of these certifications may be found at:

<http://www.afosr.af.mil/oppts/afprop.htm>.

(Click on ‘Grant Certification’)

Copies will be provided upon request.

All proposals must be sent to the Army Research Office. Please note the following special instructions:

Use the Post Office Box for delivery by U.S. Postal Service:

Army Research Office  
ATTN: AMSRL-RO-R (HBCU/MI 2003)  
P.O. Box 12211  
Research Triangle Park, NC 27709-2211

Use the street address for delivery by commercial carrier (e.g., Federal Express, etc):

Army Research Office  
ATTN: AMSRL-RO-R (HBCU/MI 2003)  
4300 South Miami Boulevard  
Durham, NC 27703-9142

Point of Contact at delivery site: Jenny Haire, 919-549-4205

Proposals must be submitted in hardcopy. Proposals submitted whole or in part by electronic media (computer disk or tape, facsimile machine, electronic mail, etc.) will not be accepted.

## **V. Proposal Review and Selection**

### **1. Evaluation Criteria: DoD Centers for SME Education**

Primary evaluation criteria (of equal importance) for education centers are:

a. Scientific and technical merit of the proposed program: Potential of the proposal to achieve the stated goals of the program and the extent to which the proposed effort would enhance multidisciplinary studies in science, mathematics and engineering areas relative to current efforts at the school.

b. Outreach Initiatives: The offeror's plans and procedures for increasing and maintaining the educational pipeline for scientific studies, or the potential of the proposed program to educate future scientists and engineers in disciplines critical to the mission of the DoD.

c. Commitment by the college or university to the Center and to the individual selected to lead the Center: The level of support for the proposed program as reflected by the organizational structure and indicators such as senior administrator participation, senior-level endorsement, tenured faculty participation, or commitment of facilities.

d. Management of the Center: Degree to which the proposed program provides high quality technical leadership, including, for example, interactions with partners or collaborating institutions; key administrative personnel who are highly qualified and experienced; and an organizational structure with management controls that are adequate to ensure success of the program.

Secondary evaluation criteria (of less importance than a, b, c, and d but of equal importance to each other) are:

e. Personnel qualifications, capabilities, availability, and experience: For example, it is expected that key research and/or administrative personnel will commit time and attention to ensure success of the program.

f. Budgetary realism and cost effectiveness of the program.

Extramural evaluation criteria:

In addition to primary and secondary evaluation criteria, two extramural evaluation criteria exist which may increase a proposal's funding potential: cost sharing and multidisciplinary education or research initiatives.

g. Cost-sharing: Cost sharing is highly appropriate for programs intended to generate benefits for the performer that extend beyond DoD-related benefits. An example would be a dual-use research or education program that provides good potential for both commercial and defense applications.

h. Multidisciplinary education or research initiatives that may have relevance to national security functions of DoD: These initiatives can be agreements among science, mathematics, or engineering departments of a single institution or they may be comprised of single or multiple science, mathematics, or engineering departments of two or more institutions.

## **2. Evaluation Criteria: DoD Centers for SME Research**

The primary evaluation criteria (of equal importance) for research centers are:

- a. Overall scientific or technical merit of the proposal
- b. Potential contributions of the proposed research to the national defense mission.
- c. Likelihood of the proposed research to develop new capabilities or enhance existing capabilities that will broaden the university's research base in support of national defense.
- d. Commitment by the college or university to the Center and to the individual selected to lead the Center: The level of support for the proposed program as reflected by the organizational structure and indicators such as senior administrator participation, senior-level endorsement, tenured faculty participation, commitment of facilities.

Secondary evaluation criteria (of less importance than a, b, c, and d but of equal importance to each other) are:

- e. Potential of the proposed program to educate future scientists and engineers in disciplines critical to the DoD mission.
- f. Qualifications, capabilities, experience, and past research accomplishments of the Principal Investigator and other key personnel who are critical to achieving the objectives of the proposal.
- g. Budgetary realism and reasonableness of the proposed cost and cost effectiveness of the proposal.

Extramural evaluation criteria:

In addition to primary and secondary evaluation criteria, two extramural evaluation criteria exist which may increase a proposal's funding potential: cost sharing and multidisciplinary education or research initiatives.

h. Cost-sharing. Cost sharing is highly appropriate for programs intended to generate benefits for the performer that extend beyond DoD-related benefits. An example would be a dual-use research or education program that provides good potential for both commercial and defense applications.

i. Multidisciplinary education or research initiatives that may have relevance to national security functions of DoD: These initiatives can be agreements among science, mathematics, or engineering departments of a single institution or they may be comprised of single or multiple science, mathematics, or engineering departments of two or more institutions.

### **3. Evaluation Criteria: Instrumentation / Equipment Proposals**

Proposals for an instrumentation/equipment award will be evaluated on the following criteria of equal importance:

a. Impact of requested equipment on the science, mathematics, and/or engineering research and/or educational programs;

b. Impact on students and the number of students who will use the equipment or will benefit from its use in the science, mathematics, and/or engineering curricula;

c. Degree to which the requested equipment will interface with or upgrade other programs and instruments and the impact relative to current capabilities;

d. Qualifications of the faculty to carry out the educational program, including the use and maintenance awareness of the equipment proposed for purchase;

e. Realism and reasonableness of cost.

**4. Review and Selection Process:** Proposals will undergo initial evaluations at ARO, ONR, and AFOSR. A tri-service evaluation panel comprised of DDR&E, Service program managers, and technical area experts will rank each proposal according to the above criteria. The most meritorious proposals will be recommended for the approval of the Deputy Director of Defense Research and Engineering (Laboratories and Basic Sciences).

**5. Selection Announcement and Award Dates:** Announcement of selectees will be made by the DoD Public Affairs Office at <http://www.defenselink.mil/news/releases.html> on/or about June 20, 2003 (search for title containing "DoD Awards to HBCU/MI"). Awards are expected to be in place by August 23, 2003.

## **VI. Award Administration Information**

**1. Award Notices:** After the DoD News Release is posted, ARO will send written notification to all principal investigators.

Those selected for an award are authorized to incur pre-agreement costs 90 days prior to award. Note: all pre-agreement costs are incurred at the recipient's risk (i.e., the Government is under no obligation to reimburse such costs if for any reason the recipient does not receive an award or if the amount of the agreement is less than anticipated and inadequate to cover such costs). Approximately four weeks after notification of award, the Army procurement office will contact the university business office to initiate award negotiations. Initial contact will be made with the individual whose name and number is provided in section 4 of the Proposal Cover page (Attachment A).

**2. Administrative Requirements:** In keeping with the provisions of 32 U.S.C. 6306 and with the intent of this program to increase university capabilities in science, mathematics, and engineering education and research, title to equipment acquired under this solicitation will be vested with the university without further obligation to the government.

**3. Payment by Electronic Fund Transfer – Central Contractor Registration Database (CCR):** All payments by the Government, under any award resulting from this BAA, shall be made by electronic funds transfer (EFT). PLEASE NOTE: Before an award can be made, the awardee (i.e., the college or university) must be registered in the DoD CCR database. Proposers should verify with their business office that this has been done. To register in the DoD CCR database, go to <http://www.ccr.gov>/or call (800) 227-2423 for assistance.

#### **4. Reporting Requirements:**

##### **A. DoD Centers for Science, Mathematics and Engineering:**

The DoD HBCU/MI Education and Research Centers for Science, Mathematics, and Engineering are unique programs whose special goals and objectives require special methods of data collection to measure the program's progress. The primary tool for measuring program progress is an annual report, the content and format of which are outlined below.

The information requested by this report due one year following date of award (as outlined in section 4.a. below) is very important to the Army and to the Department of Defense. It will be used in compiling program reporting metrics in response to future congressional inquiries regarding the HBCU/MI program, and assist ARO in determining institutional eligibility for continued funding. Every attempt has been made to keep this report as concise as possible.

This report should reflect on the program's academic year goals and objectives, faculty and student activities, to include summer programs, accomplishments, and new school year plans, and in the case of centers for research, impact to DoD mission. Additional guidance follows in Part IV below.

##### **1. Overview**

Describe briefly the goals and objectives of your program for the past year. Were there problems that impeded achievement of those goals? If so, explain briefly. Please share any other information or insight that you feel would be useful in the administration of future education programs.

- a.) Describe any curriculum changes and/or enhancements in the past year supported by this grant.
- b.) Describe facility enhancements and/or equipment purchases in the past year supported by this grant.
- c.) Describe your program's outreach activities during the past year (i.e., community interactions to attract young people to science, mathematics, and engineering programs).
- d.) Describe specific program goals and objectives for next year. Please be as quantitative as possible.

## 2. Faculty Survey

Describe faculty activities during the past year supported by this grant in the following areas:

- a.) Mentoring Activities - *How were mentors selected and trained? What were the major mentoring activities? How frequently did mentors meet with students?*
- b.) New Faculty - *Provide name, department, background, and teaching responsibilities.*
- c.) Faculty Research Highlights - *Provide topics, performance sites, publications, presentations.*
- d.) Faculty Self-Improvement Activities - *Describe the activities briefly. When and where were they performed?*
- e.) Visiting Faculty - *Provide names, departmental affiliations, and major activities.*
- f.) Describe other faculty activities under this grant you wish to report.

## 3. Student Survey

Describe programs for students supported by this grant. Discuss recruiting activities, summer educational/enrichment programs, research opportunities, internships, and mentoring programs.

- a. Provide the following information about each **high school student** who participated in your program last year:

Name of Student:

Age:

Current School Affiliation:

SME Interest(s):

Educational goals:

b. Provide the following information about each **undergraduate student** who participated in your program last year:

Name of Student:

SME Interest(s):

Educational goals:

c. How many students (all levels) participated in science projects last year?

1. On Campus (*provide student's name, mentor's name, and project title*)

2. Off Campus (*provide student's name, mentor's name, project title, and site(s) for off-campus research*)

d. How many students transferred to a four-year institution? (*Provide name of student, name of institution, and major area of study*)

e. How many students transferred to a graduate school? (*Provide name of student, name of institution, and major area of study*)

f. How many students left the program to pursue employment? (*Provide name of student and name of employer, if available*)

g. Did any students drop out of the program last year? If so, how many and at what level? Give reasons, if known.

#### 4. Additional Guidance

a. Three (3) copies of the annual report are due to ARO by the end of the 11<sup>th</sup> month, 22<sup>nd</sup> month, and 33<sup>rd</sup> month following date of award. ARO will distribute the reports to individuals who, in the interest of the Government, should be informed about the Center's progress. A list of report recipients will be provided to the principal administrator/investigator of the Center.

b. Each copy of the report should have a cover sheet with the following information: Title (e.g., Annual Report for Center of Excellence in SME Education); Name of Institution; Author(s) of Report; ARO Grant Number; and Date of Report.

Send the report to:

U.S. Army Research Office  
ATTN: AMSRL-RO-R (Haire)  
P. O. Box 12211  
Research Triangle Park, NC 27709-2211

**B. Equipment Grant:** An equipment grant requires a report 90 days after end of performance period. The report should indicate fulfillment of the proposed objective by the acquisition and use of the instrumentation. Reporting instructions will be provided at time of award.



Attachment A: PROPOSAL COVER

Submitted to **FY03 DoD HBCU/MI Infrastructure Support Program**  
ARO Broad Agency Announcement No. DAAD19-03-R-0001, dated November 2002

\_\_\_\_ INSTRUMENTATION / EQUIPMENT  
\_\_\_\_ CENTER FOR SME EDUCATION  
\_\_\_\_ CENTER FOR SME RESEARCH  
(Check one)

Proposal Number \_\_\_\_\_  
(to be completed by DoD )

1. THE PRINCIPAL INVESTIGATOR (If there are co-PIs, please name one as primary for record purposes)

\_\_\_\_\_  
(Title)      (First Name)      (MI)      (Last Name)      (Signature)

\_\_\_\_\_  
(Phone number, including Area Code)      (Fax Number)      (E-mail address)

\_\_\_\_\_  
(Organization)

\_\_\_\_\_  
(Department/Division)

\_\_\_\_\_  
(Street/ P.O. Box)

\_\_\_\_\_  
(City)      (State)      (Zip Code)

IS PI CURRENTLY A DoD CONTRACTOR OR GRANTEE: YES \_\_\_\_ NO \_\_\_\_ If yes, give Agency Name,  
Contract/Grant Number, Point of Contact, Phone Number:

2. THE PROPOSAL

\_\_\_\_\_  
TITLE OF PROPOSAL (Be brief and descriptive; use key words suitable for indexing and retrieval; avoid  
acronyms and mathematical or scientific notation.)

\_\_\_\_\_  
Total Funds Requested from DoD

\_\_\_\_\_  
Proposed Start Date  
(Month/Day/Year)

\_\_\_\_\_  
Proposed End Date  
(Month/Day/Year)

### 3. CERTIFICATIONS:

By signing and submitting this proposal, the proposer is providing the certification at Appendix A to 32 CFR Part 25 regarding debarment, suspension, and other matters; the certification at Appendix C to 32 CFR Part 25 regarding drug-free workplace; and the certification at Appendix A to 32 CFR Part 28 regarding lobbying.

### 4. THE INSTITUTION:

NAME AND ADDRESS OF UNIVERSITY OFFICIAL AUTHORIZED TO OBLIGATE CONTRACTUALLY  
(*Note: This individual will be the primary contact for negotiating the award.*)

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(Title) (First Name) (MI) (Last Name) (Phone Number, Including Area Code)

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Name of Grantee (University) (Fax Number)

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Street Address (P.O. Box Numbers Cannot Be Accepted) (E-mail Address)

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(City) (State) (Zip Code)

DUNS + 4 No.<sup>1</sup> \_\_\_\_\_

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Signature of Authorized University Official

<sup>1</sup> The institution's number in the Data University Numbering System or DUNS+4 is a unique 13-character identification number for organizations and subsidiaries. Dun & Bradstreet Corporation assigns these numbers. You can receive a DUNS+4 number by calling Dun & Bradstreet at 1-800-333-0505 or go to the Dun & Bradstreet web site at <http://www.dnb.com/>. To facilitate payment under any award, the institution must be registered in the Central Contract Registry (CCR). CCR uses the DUNS+4 as a unique identifier for each organization. Information on registering in the CCR may be found at <http://www.ccr.gov> or 1-888-227-2423.

Note: All institutions must have a DUNS number, but not all will have the "+4" extension that identifies specific bank accounts at institutions or subsidiaries of organizations.

## Attachment B: Institutions Ineligible for a DoD SME Center Award

The following institutions received DoD HBCU/MI Infrastructure funds to establish a Center or multi-year education program under a current or past agreement with ARO, the ONR, or the AFOSR:

Alabama A&M University  
Clark Atlanta University  
Elizabeth City State University  
Florida International University  
Grambling State University  
Howard University  
Morehouse College  
Morgan State University  
North Carolina A&T State University  
Our Lady of the Lakes University  
Polytechnic University of New York  
Prairie View A&M University  
University of Texas, El Paso  
Tennessee State University  
Tuskegee University  
San Francisco State University  
Southern University at Baton Rouge  
Spelman College  
University of Alaska  
University of New Mexico at Albuquerque

Attachment C: Institutions Ineligible for DoD Equipment/Instrument Award in FY03

The following institutions received two or more instrumentation/equipment grants over the last four years:

Alabama A&M University  
Barry University  
California State University Los Angeles  
California State University Northridge  
Contra Costa College  
CUNY-Baruch College  
CUNY-Bronx Community College  
CUNY City University NY  
CUNY-Hunter College  
Delaware State College  
Fayetteville State University  
Florida International University  
Elizabeth City State University  
Fisk University  
Florida A&M University  
Hampton University  
Jackson State University  
Kentucky State University  
Morehouse College  
Morgan State University  
New Jersey City University  
Norfolk State University  
North Carolina A&T State University  
Tennessee State University  
Texas College  
Texas A&M University at Corpus Christi  
Turabo University  
Tuskegee University  
University of Hawaii at Manoa  
University of Puerto Rico at Mayaguez  
University of Texas at Brownsville & Texas Southmost College  
Xavier University

Attachment D: ACKNOWLEDGMENT RECEIPT

Date:

Dear \_\_\_\_\_

The proposal that you submitted to the FY 2003 DoD HBCU/MI Infrastructure Support (DAAD19-03-R-0001) has been received.

\_\_\_\_\_ Your proposal has been assigned Control No. \_\_\_\_\_ and will be evaluated. Please reference this number when inquiring about your proposal.

\_\_\_\_\_ Your proposal will not be evaluated for the following reason(s):

Announcement of Selectees is expected on/about June 20, 2003  
via DoD News Release posted at <http://www.defenselink.mil/news/releases.html> after which  
ARO will notify each Principal Investigator by letter and/or e-mail.